



PowerTrack<sup>®</sup>



# Quick Reference

## For HHG Buyers

Customer Service 1-800-417-1844

### Getting Started

1. Enter the following Internet Explorer address line <https://www.powertrack.usbank.com/powertrack>
2. Enter your PowerTrack User ID and Password.
3. Click the GO button. (If you have not logged on to PowerTrack before, a subscriber agreement will appear. You need to review and click "I Agree" to continue).
4. The welcome screen provides access to these information drop down menus; Transactions, Contracts, Statements, Reports, Configuration, and Navigation.
5. Click any one of the choices in the menu bar to begin using PowerTrack.

### Find/Search for Transaction

Follow these basic steps to find a transaction.

1. Click Transactions in the menu bar. Select Household Goods; the Find Documents screen will be displayed.
2. Enter your search criteria on one or more of the tabs provided within the Find screen.
3. Click the Find button to initiate your search. The list of transactions matching your criteria is displayed in the Find Document Results window.

There may be searches that you want to use on a regular basis. These frequently used searches can be stored as My Finds.

Follow these basic steps to create a My Find.

1. Define your search criteria for a search that you plan to use often.
2. Click the Save button. A prompt directing you to name the Find will appear.
3. Enter a name and description for the Find.
4. To invoke a My Find, highlight its name in the My Finds List and click the Find button.

#### *Recommended My Finds:*

1. All transactions with a Financial Status of Approval Required. This will bring back all transactions that did not pass through the auto approval process because the invoiced amount was greater than the threshold set up in PowerTrack. These transactions require your manual approval (see instructions below on how to approve transactions).
2. All transactions with a Financial Status of Audit Exception. This will bring back all transactions where there is a discrepancy between the order and invoice.

## Approve Payments

1. Find transaction (see Find Transaction section) with a financial status of Approval required.
2. Highlight the invoice to be approved by clicking on it in the Find Documents List.
3. Before approving a transaction, review the invoiced amount.
4. If the invoiced amount is correct select the Approve button at the bottom of the screen view
5. You will be prompted to enter your password. Enter your password and click OK.
6. A Financial Status of Approval Final is given to the invoice when the Approve button is selected.

Approve

## Create a Note

Notes are used to communicate with trading partners about transaction information or changes to a transaction. PowerTrack notes may be attached to any document or line item. Once a note is saved, it cannot be deleted.

To create a note attached to a document:

1. From the Summary Tab view, select the Note icon.
2. In the dialog box, type the description and message you would like attached to the document.
3. Click Save to attach the note.

To create a note attached to a line item:

1. Click the Line Items tab.
2. Select the line item to which you want to attach a note.
3. Click the Note icon.
4. In the dialog box, type the description and message you would like attached to the line item.
5. Click Save to attach the note.

The screenshot displays the PowerTrack web application interface within a Microsoft Internet Explorer browser window. The browser title bar reads "ORDER ORD1234 - Microsoft Internet Explorer provided by US Bank, v3.5". The application header includes the PowerTrack logo, "The Smart Currency™", and navigation links for Home, Daily Work, and Help. Below the header, document details are shown: Doc ID: ORD1234, Release #: 1, Issue Date: 12/19/2003, Buyer Name: Buyer Company, Seller Name: Seller Company, and Currency: USD US Dollar. A toolbar with icons for Back, Refresh, Detail, Save, Edit, Print, Note, New Item, and Close is visible. The main content area features several tabs: Summary, Line Items, Service Charges, Notes (selected), History, Documents, Participants, and Routing. The 'Notes' tab is active, displaying a table with columns: Doc Type, Doc ID, LN, Creation Date, Created By, Company, and Description. A single row is visible with the following data: Invoice, INV1234, (blank), 01/25/2004, jxsmith, Buyer Company, and Please adjust quantity. Overlaid on this table is a "Web Page Dialog" titled "Add Note -- Web Page Dialog". The dialog contains the prompt "Please Enter your note:" followed by a "Description:" text field with the value "Adjusted quantity to match invoice" and a "Message:" text area with the value "Adjusted quantity from 2 to 3 so it matches the invoice for approval." At the bottom of the dialog are "Save" and "Cancel" buttons.

Doc Type	Doc ID	LN	Creation Date	Created By	Company	Description
Invoice	INV1234		01/25/2004	jxsmith	Buyer Company	Please adjust quantity

**Add Note -- Web Page Dialog**

Please Enter your note:

Description: Adjusted quantity to match invoice

Message: Adjusted quantity from 2 to 3 so it matches the invoice for approval.

Save Cancel

## Summary Invoice

Ensuring that all partners are paid is an important part of maintaining your trading partner relationships with sellers, and with PowerTrack. By following the steps below you can review your invoices, make changes if necessary, and process the invoice to ensure PowerTrack is paid for the transactions approved during the previous cycle.

### A. Review a Summary Invoice

PowerTrack recommends that you thoroughly review the invoice. Focus on the amount owed, lines of accounting, and past due amounts. You can view more detail by reviewing the Accounting Code section of the invoice. Within this area you'll be able to review the charges allocated to each line of accounting.

### B. Make changes to accounting codes through the Summary Invoice.

1. Go to the PowerTrack welcome page and select Statements>Summary Invoice to display a list of your accounts.
2. From the list, choose the account you want to work with by selecting the appropriate account number and clicking the Submit button to display the Summary Invoice.

**Note** - For each accounting code, you have the choice to change all occurrences of accounting code to a new accounting code or change individual charges to a particular accounting code to a new accounting code. Both options are described below. (Each option starts with step 3.)

3. Select the invoice you want to view and click the Detail icon.

Change all occurrences for an Accounting Code:

4. Select the Accounting Code you want to change then click the edit icon.
5. If the Summary Invoice Reassign Accounting Code window is displayed, do one of the following.
  - a. Enter your criteria for finding the appropriate accounting code.
  - b. Click the Find button to display all accounting codes in the Accounting Code List window.
6. Click the S next to the appropriate accounting code. The accounting code information is displayed in the Accounting Code Detail area on the left of the window.
7. Click the Assign GL button to change the accounting code and return to the Summary Invoice.
8. Click the Save icon to save the change. A window is displayed with options to change now, cancel change, or change later and continue working is displayed.
9. Select an action by clicking the appropriate button.

**Note:** If you choose to continue working, you must remember to save your work after you have completed all of your changes.

After clicking the Change Now button, the Summary Invoice is displayed. Your changed Summary Invoice will have a yellow triangle displayed next to it indicating that the item is being changed and is temporarily locked from further modifications until the changed accounting code has been applied.

## Summary Invoice (cont'd.)

Change a Single Occurrence for an Accounting Code:

3. Select the accounting code on the Summary Invoice for which you want to change an individual occurrence and click the Detail icon. The Accounting Code Summary by Location screen is displayed.
4. Select the location and click the Detail icon. The Accounting Code Detail is displayed listing each document assigned with the selected accounting code. **Note: Buyers can also change an accounting on the order document at the Line Item Detail View.**
5. Select the document that you want to change from the list and click the Edit button. One of two windows is displayed:
  - a. The Summary Invoice Reassign Accounting Code (find) window is displayed if you have more than 100 accounting codes in your Chart of Accounts.
  - b. If you have less than 100 accounting codes, the Accounting Code List window is displayed.
6. If the Summary Invoice Reassign Accounting code window is displayed, do one of the following.
  - a. Enter your criteria for finding the appropriate accounting code.
  - b. Click the Find button to display all accounting codes in the Accounting Code List window.
7. Click the S next to the appropriate accounting code. The accounting code information is displayed in the Accounting Code Detail area on the left of the window.
8. Click the Assign GL button to change the accounting code and return to the Summary Invoice.
9. Click the Save icon to save the change. A window is displayed with options to change now, cancel change, or change later and continue working is displayed.
10. Select an action by selecting the appropriate button.

**Note:** If you choose to continue working, you must remember to save your work after you have completed all of your changes.

11. After clicking the Change Now button, the Summary Invoice is displayed. Your changed accounting code will have a yellow triangle displayed next to it indicating that the item is being changed and is temporarily locked from further modifications until the changed accounting code has been applied.

**Once the changes have been made to the Summary Invoice it should be processed through your company's finance department ensuring that PowerTrack is reimbursed for the transactions paid on your company's behalf.**

### Approve a Summary Invoice

1. Go to the PowerTrack welcome page and select Statements> Summary Invoice to display a list of account numbers.
2. Select the appropriate account number and click the Submit button to display the Summary Invoice for the selected account.
3. Approve the invoice in one of two ways:
  - a. Click the Approve button at the bottom of the invoice to approve it without a detailed review.
  - b. Click the Detail icon to display the detail level view of the summary invoice to review detail items on the invoice. After review, click the Approve the PowerTrack Summary Invoice button at the bottom of the invoice to approve the invoice.
4. After an approve button has been selected, a confirmation window is displayed. To proceed with the approval click OK after reading the information. A window for finalizing the approval is displayed.
5. Enter your PowerTrack password and click OK to finalize the approval and lock the Summary Invoice.